

BOARD OF DIRECTORS – ACTION SUMMARY

Wednesday, April 12, 2006 – 6:00 p.m.

**Administration Building
2101 Hurley Way, Sacramento, CA**

CALL TO ORDER

The meeting was called to order by President Engellenner. Board Members present: Duveneck, Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley. Director Jones, absent. Staff: Fire Chief Mette, General Counsel Margarita, Board Clerk Tilson.

PLEDGE TO FLAG led by the Girl Scouts of Tierra Del Oro.

METRO CABLE 14 ANNOUNCEMENT

The open session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Sunday, April 16 at 9:00 a.m. and Monday, April 17 at 10:00 p.m. on Channel 14; Webcast at www.sacmetro cable.tv. A VHS copy is also available for checkout from any library branch.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA

Jaymes Butler of Local 522 thanked the Board for appointing Don Mette as Fire Chief. A good relationship between labor and management promotes a successful and productive department. The changes that have been made in the short time since Fire Chief Mette was appointed can only be a positive.

Director Lawson supported the continuation of a relationship with the Labor/Management Committee to keep that line of communications open.

CONSENT AGENDA:

1. Travel and Conference Expense Claim – Director Goold

- **Board Action:**
Kelly/Lawson—approve Consent item. Directors Duveneck, Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley, AYE. Director Jones, absent. Motion carried.

2. Board Meeting Action Summary—March 22, 2006

- **Board Action:**
Granados/Lawson—approve Consent item. Directors Duveneck, Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley, AYE. Director Jones, absent. Motion carried.

ACTION ITEM(S)**1. District Financial Audit—(Director Kelly)**

- A discussion was held at the Finance Committee today on the audit parameters. Since no audit parameters were received from the Director of Finance due to the workload on the budget and spending priorities, Director Kelly recommended the Board authorize the Fire Chief to perform a District audit of expenditures that would encompass whatever financial findings he sees fit.
- In response to Director Duveneck, Finance Director Houghton stated he was asked to put together some audit parameters for next year's audit. Due to the current workload, he requested time to complete this year's audit and budget as a priority since sufficient time remains for next year's audit parameters. A Request for Proposal (RFP) for a new audit team for next year is planned to be sent out.
- Director Kelly separated the two issues to allow the Finance Director to set the audit parameters for the regular audit for next year. On the second issue, he recommended the Board authorize Fire Chief Mette to provide spot audits as he see fit.
- Director Lawson stated there has been too much media on different things and he and his constituents are not comfortable. He requested timelines be set on the audit for submittal to the Finance Committee, or possibly by the next meeting.
- General Counsel Margarita provided clarification that this would not be a spot audit, but an audit of the books as defined by the Fire Chief.
- **Board Action:**
Granados/Trujillo—authorize the Fire Chief to perform an audit of the District books as he sees fit. Directors Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley, AYE. Director Duveneck, NO. Director Jones, absent. Motion carried.

PRESENTATION ITEM (S)**1. Sacramento Metropolitan Fire District Self-Assessment and Accreditation—(Granados/Schmiedt)**

- Director Granados stated he attended an Accreditation seminar in Fresno with Captains Pat Monahan and Rich Schmiedt.

Assistant Chief Haverty provided basic information on the accreditation process in March.

- A comprehensive PowerPoint presentation was made providing overview information from the seminar.

Points of discussion included, among others:

- No set standards for accreditation—self-assessment standards are set by the individual organization and maintained.
- Volunteer departments like Walnut Grove with a 20-minute response time receive the same accreditation as Sacramento Metro Fire with a 6-minute response.
- The District is not required to use national standards. The use of set written standards is only recommended.
- There are about 114 Fire Departments accredited in the United States comprised of military installations, large and small cities, and volunteer departments.
- Four accredited in California: City of Roseville, Culver City, Santa Clara County Fire District, Clovis Fire Department.

A comparison chart illustrated the size and services provided by the four departments versus Sacramento Metropolitan Fire District.

- Self-accreditation is recognized by the Department of Defense, the International Conference of City Managers, International Fire Chief's Association, and the International Commission on Accreditation.
- Accreditation is not recognized by the Department of Homeland Security, the Insurance Service Office, the Bureau of Insurance Underwriters, Factor Mutual Global, American National Standards Institute, or any other insurance rating service.

- The program requires 77 elements – three are not applicable to our District.
- The program requires provision of an auditor, a manager for documentation, auditor verification of documentation, opportunity to correct deficiencies. Requires a lot of staff time and work.
- The Commission is working toward a Center for Public Safety Excellence with various divisions.
- There is no revenue from Accreditation; no funding from Homeland Security, FEMA, or the California OES.
- Cost to Sacramento Metro Fire: initial fee is \$8,500 paid up front; need a dedicated Accreditation Manager, office staff, vehicles, office space; Audit Teams expense; staff time.

First year projected cost: approximately \$423,360.

Five-year projected cost: approximately \$1,848,475.

Other uses for these funds: two ladder trucks; five fire engines; ten ambulances; most of the cost of one fire station lot; the cost of an Engine company for one year.

- Advantages: Funding to City Fire Departments basically have increased by 25%.

In special districts, funding is derived from the taxpayers and the people know exactly what they are getting. The District Fire Department provides good service covering a larger area than the accredited departments.

- Board member discussion included:
 - Important to get more information on the actual cost for the City of Houston accreditation program and the end result.
 - Proceed cautiously in light of no grant money.
 - Based on the presentation, does not see the District going down the road of accreditation soon but it is due time to take a lead in getting accredited and doing self-assessment. Accreditation is setting your own goals and standards.
 - May not be necessary to go down that road to achieve the same end. Excellent tool for assessing what we do and should continue to look at this process. If the accreditation process doesn't seem to be the right one, organize a committee at Metro to provide similar services.

- Concept in Houston supported but need to know what problems have been encountered.
- Begin the process at a slow speed with low cost rather than jump in and spend a lot of money for accreditation.
- Responding to questions, Director Granados stated there is no plan by Homeland Security to make Accreditation a requirement for funding.

Accreditation and the ISO rating are not related in any manner.

- Captain Pat Monahan of Local 522 felt the analysis provided tonight was too conservative and more staff would be required. Success is measured by the results we provide to our community. Labor/management is working extremely well. Fire Chief Mette assigned a Transition Team for an in-depth survey. Comprehensive documentation will be brought back.
- Captain Rich Schmiedt agreed with Captain Monahan. Compare the amount of time equal-sized departments dedicate to the process. The time commitment and cost analysis has determined there are better ways to achieve the same goal in a more financially prudent manner.
- Captain Brian Rice of Local 522 stated if you want to make a difference in the lives of firefighters on the line providing service, increase staffing to four and two paramedics on every medic. People do not care about an Accreditation stamp and would rather have the right number of personnel respond.
- Fire Chief Mette stated whether or not the Board decides to spend the money on Accreditation, the least commitment would be to look at the manual from Director Goold to see what we are doing.
- Captain Schmiedt stated apparently more information is desired. A conference is scheduled at the end of April with almost every major fire department from the State of California attending. Questions can be directed at that time to the leadership of L.A. City and County, San Diego. Houston can be contacted separately.

PRESIDENT'S REPORT—(Engellenner) None

FIRE CHIEF'S REPORT—(Mette)

- Heart of the Hero Award received by the District for the Operation River Safe Program.
- April 15 at 5:30 p.m. – FireLines will be broadcast on News 10.
- Cristy Haverty received an Honorable Mention Award from The Communicator for her video production of the 05-1 Graduation Program. There were 5,214 entries from throughout the United States and several foreign countries. About 7% of the entries receive this honor. She is doing an exceptional job.
- Advertising for Equipment Service Technician position at the shop.
- April 13, 2006 – Fire Chief's oral for the Fleet Manager position.
- April 22, 2006, 11:00 a.m. – 4:00 p.m. – Grand opening of Rancho Cordova City Hall.
- April 26, 2006 Board meeting – Presentation by Fire Marshal Dobson – need to formulate a policy on decentralization of the Fire Prevention Bureau.
- April 26, 2006 Board meeting – Presentation on the Rancho Cordova proposed redevelopment. Held first meeting today with the City Manager and Redevelopment Director.
- Incident report since the last meeting:
 - Nine working fires: 2 -North Highlands, 2 -Orangevale, 1 -Rancho Cordova, 1 -City of Citrus Heights, 1 -Arden Arcade, 1 -Florin, and 1 -Antelope.
 - Two swift water rescues.
- Director Lawson stated his office is connected with the Red Cross Disaster Action. Inquired about any problems with mutual aid relative to the water flow.

Fire Chief Mette stated OES has been updating the District almost daily. They were looking to mobilize resources to go down to the San Joaquin area for fear of a levy blowout or overflow. This has subsided and is at a stand down right now.

GENERAL COUNSEL'S REPORT—(Margarita) None**COMMITTEE AND DELEGATE REPORTS:****Executive Committee—(Engellenner)**

- Next meeting: TBA

Communications Center Delegate—(Valley)

- National Telecommunications Week – April 8 through April 15. Invited the Directors to stop in this week and thank the personnel for their work.
- Next Meeting: April 25, 2006 – 10:30 AM

California Fire & Rescue Training Authority—(Goold)

- Met last Friday. Authorized purchase of a triple wide trailer for expanded training.
- Next meeting: TBA

Finance Committee—(Kelly)

- Received a presentation on today's meeting. TRAN scheduled for Board presentation May 10.
- Next meeting: May 10, 2006 – 5:00 p.m.

Policy Committee—(Lawson)

- The Sacramento Metropolitan Fire District Self-Assessment and Accreditation issue previously deferred until the next meeting pending a report back on the workshop will not be presented. [Issue was discussed tonight by the full Board].
- Next meeting: April 26, 2006 – 5:00 p.m.

BOARD MEMBER QUESTIONS AND COMMENTS:**Lawson:**

- Congratulated all personnel who were promoted.

Trujillo:

- Echoed congratulations to the many promoted personnel.
- Congratulated Battalion Chief James Woodward on his retirement.

Valley:

- Interviewed by the Gartner Group along with Fire Chief Mette, Captain Baumann, and Assistant Chief Johnson, through the Communications Center. A number of questions were asked including top five business management priorities. His basic response was that anything of importance comes through the Board and each item is viewed separately. Stressed the importance of the personnel and working as a team with issues presented by Fire Chief Mette. List of questions is available.

Goold:

- Thanked the Sac Metro team for transporting his son last week. They did a stellar job in taking care of his family.
- Requested the Policy Committee consider a policy to provide better protection to our personnel on the streets. Medic 21 had an unfortunate situation and locking an ambulance is not his idea of protecting our people. Options should be pursued.
- Thanked the speakers at the podium. Appreciated the comments and ideas on issues outside of formal accreditation. The challenge is to move forward as a team. If the NFPA standard of four people on the truck is desired, that becomes the standard we set.

Granados:

- Thanked the crew from Station 63 for their response on a couple of incidents.
- Doesn't think Accreditation is the direction we want to go. It's basically set up for fire departments in the City who are struggling for funding and fighting it out with the police and the parks. He knows that Fire Chief Mette and staff are working on a lot of good things.

Duveneck:

- Congratulated all of the people promoted.
- Appreciated the input on the accreditation process. Hope we move forward and would like to see more cost analysis and hours from other organizations.
- Director Valley responded to his question stating that the Comm Center is open for the Directors this week.

President Engellenner stated foot traffic is discouraged in light of the security issue.

Kelly:

- Thanked Pat Cook and the Fire Department personnel from Stations 62 and 64 for their help in the Career Fair for the Construction Industry a couple weeks ago. Local 522 cooked 1,700 hamburgers in about four hours for the young people.

RECESS TO CLOSED SESSION 7:35 PM**RECONVENE TO OPEN SESSION 8:25 PM**

Report by General Counsel Margarita:

CLOSED SESSION GOVERNMENT CODES:

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant Exposure to Litigation Pursuant to California Government Code Section 54956.9: One (1) Potential Case

No action taken.

ADJOURNMENT – The meeting was adjourned at 8:28 p.m.

H. Peter Engellenner, President

Ray Trujillo, Secretary

Charlotte Tilson, Clerk of the Board